

## Non-Monetary Token Awards

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**Purpose** Non-Monetary award recognition is equally valued with monetary recognition. It recognizes specific outstanding accomplishments and contributions. Non-Monetary recognition can take many forms, to include: an engraved plaque or framed certificate, a Time Off Award, a letter of appreciation, a designation such as “Employee of the Month”, or a Token Award. Token Awards are also referred to as keepsakes and mementos.

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**Employee** Anyone is eligible to receive a Token Award, including non-Federal employees. Recognition may be given to employees individually or as groups.

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**Contributions** Examples of specific accomplishments and contributions include, but are not limited to:

- Exceptional quality or timeliness displayed on a short term assignment or project
- An act of customer service
- An act of heroism
- A scientific achievement
- A major discovery
- A significant cost savings

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**Token Item** Examples of items include: medals, pen/pencil sets, mugs, pins, shirts, hats, attache cases, key tags, desk accessories, portfolios, jackets, etc.

Items should display the Agency or organization’s name or logo and should be appropriate for Federal recognition and suitable for display.

No more than \$250.00 can be spent on any one item.

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**Procedures** Token Award recognition should be made as soon as practical after the accomplishment has occurred.

Any employee may recommend an award for another employee. Employees without authority to approve and fund an award must make the nomination through their supervisor.

Token Awards may be purchased using operating budgets. Proper purchasing procedures are to be followed when procuring items. Document the following awards authority "5 USC 4501-06" on the purchase paperwork and maintain record of the purchase.

Although an AD-287-2 is not required to be sent to the Human Resources Division for Token Awards, supervisors should prepare an AD-287-2 and keep in a file to document the employee's contribution or accomplishment and as a means to inventory Token Award supply.

The Performance and Awards Staff maintains a Token Award stock for AFM and HRD employee recognition, as well as employee recognition for the Office of the Administrator and Immediate Staffs. Supervisors within these organizations may obtain items from this stock without charge to their operating budgets.

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**Completing  
A Token  
Award AD-287-2** The following table provides specific instruction on how to complete the blocks of an AD-287-2 for a Non-Monetary Token Award.

Block	Item	Instruction
1	Agency	Provide code or name of awarding agency.
2	Name of Employee	Provide the official name of employee. *
6	Organization and Location	Provide the organization and location. *  If the recipient is not employed by the awarding agency, the recommending official should inform the employee's supervisor of record.
7	Period Covered for Award	Provide the period covered. The period covered must end earlier than the signature dates.

11	Citation	Provide the citation.
12	Type of Award	Indicate "Keepsake Award" and next to it, indicate the item.
13	Number of Persons	Indicate the number of employees receiving the award.
20	Recommending Individual/Date	Enter the title of employee and obtain signature and date if an employee other than a supervisor is recommending the award.
22	Approving Official/Date	Enter the title of the approving official. Obtain signature and date. Signature in 21 is only necessary if required by the organization/unit. Be familiar with your organization/unit's requirements.

\* Those items asterisked above should appear on a separate list for group awards. Attach the list to the AD-287-2 and keep in supervisor's records.

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